



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76--RM--1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE Application Date _____ Application Number _____	1. Agency Address Georgia Agrirama Development Authority P. O. Box Q Eighth Street Tifton, Ga. 31794	FOR RECORDS MANAGEMENT USE Application Number 80-364 Date Received SEP 12 1980 Date Completed SEP 24 1980
2. Person to Contact Working Title Telephone Number Richard Perry Director of Public Relations 912-386-3344		
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
4. Dates of Series Earliest Latest 76 present	5. Records Series Title (followed by title used in office, if different) Visitor Questionnaire Cards	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Administrative Services Division is responsible for the direction and administration of all authority support functions. The division provides centralized accounting services, budget coordination, payroll, personnel services, press relations, grant coordination, fund raising and marketing services.</p> <p>The Public Relations Department provides advertising and promotion of the Authority, fund raising, group tours, marketing services, and press releases.</p>		
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: recording comments of visitors to the Georgia Agrirama on various aspects of its operation.</p> <p>Included are: Visitor questionnaire card which records information on reason for visiting Agrirama, areas of most and least interest, period of representation, admission price, name, address, and number in visiting party and age groups.</p> <p>File is arranged: chronologically by CY, by week, by day.</p>		
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>1</u>		
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2 cubic feet</u>		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. (annual analysis of visitors, annual report)
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ 1 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Hold in current files area until information can be extracted and compiled into annual analysis of visitors, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7/31/80		
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	9-25-80
		Secretary of State/Designee	9-22-80
		Attorney General/Designee	9-24-80